

Seguridad para Operadores de Montacargas



Massachusetts Care Self-Insurance Group, Inc.
Safety Awareness For Everyone from Cove Risk Services



© BLR®—Business & Legal Resources

- Operating a forklift is a big responsibility, and it's one that requires you to pay attention to safety at all times. Forklifts are very useful for handling heavy materials, but remember that they are powerful machines that can be extremely dangerous if operated incorrectly.
- This session is designed to help you become a better and safer forklift operator. If you're an experienced operator, this session may remind you of safe habits and work practices that you might have forgotten. If you're a brand-new operator, this session will show you the operating practices you need to follow to be a safe operator.
- Reviewing this session by itself will not make you a good forklift driver—it's up to you to put what you learn into practice so that you can become a safe and responsible operator.

In order for the trainee to be certified as a forklift operator, this PowerPoint® session must be combined with training on a forklift at your workplace, training specific to conditions at the workplace, and any additional training specified in the forklift manufacturer's instruction manual.

Objetivos de la sesión

- ✓ Comprender cómo funcionan los montacargas
- ✓ Operar un montacargas de manera segura y hábilmente
- ✓ Identificar los peligros operativos
- ✓ Aplicar principios generales de operación segura
- ✓ Inspeccionar y mantener un montacargas de manera adecuada



This session covers the basic concepts of operating a forklift safely and prepares you for hands-on driver training. By the end of this session, you will be able to:

- Understand how a forklift works and how operating a forklift is different from driving a car;
- Understand the basic principles of operating a forklift safely and skillfully;
- Identify the hazards of operating a forklift in the workplace;
- Apply the general principles of safe forklift operation; *and*
- Know how to properly inspect and maintain a forklift.

Por qué la capacitación de montacargas es necesaria

- 100 muertes cada año
- 20.000 lesiones por año que ocasionan la pérdida de días de trabajo
- Lesiones comunes
 - Golpear a un peatón
 - Volcar
 - Caer desde las horquillas levantadas
 - Caer desde una escalera golpeada por un montacargas
 - Material que cae



Why is it necessary to have special training in operating a forklift?

- Forklifts can be very dangerous—in an average year, 100 people die in forklift-related accidents.
- Tens of thousands of forklift-related injuries occur each year, and about 20,000 of these result in lost workdays.
- Common forklift-related injuries could result from:
 - Hitting a pedestrian with a forklift,
 - Forklift tipover,
 - Improperly positioned loads,
 - Falling from the forks or from a platform positioned on the forks,
 - Falling from a ladder that is struck by a forklift, *and*
 - Being struck by materials that fall from a forklift.

Specialized forklift safety training helps reduce these types of injuries.

Describe forklift-related incidents or close calls at your facility, if any.

Lo básico de los montacargas



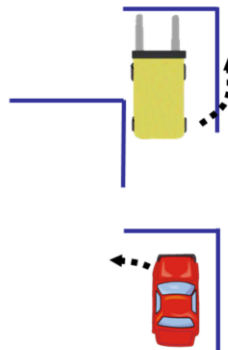
Now we'll describe the basic features and characteristics of a forklift.

- This illustration shows the basic features of a typical forklift. Most forklifts have certain features in common. You need to know what these features are and how to use them properly and safely.
- Take a moment or two to study this illustration and identify the features of a typical forklift.
- Note that this illustration represents a typical forklift, however, features may vary depending on the manufacturer and model.

Describe the components of a forklift at your facility, preferably with trainees looking at a forklift.

Montacargas contra automóvil

- La parte trasera de un montacargas vira en dirección opuesta al giro
- Un impacto de un montacargas con objetos se aumenta
- Se manejan hacia atrás así como hacia adelante
- Una mano sobre los controles



© BLR®—Business & Legal Resources

Forklifts behave differently from cars in a number of important ways, especially in turning and when contacting objects.

- Unlike a car, the rear of a forklift swings in the opposite direction of the turn. As the diagram shows, when turning left, the rear of the forklift swings to the right. In addition, forklifts have a larger turn radius than cars.
- The impact of a forklift when hitting other objects is magnified, compared to a car, because of its greater mass. A forklift hitting an object at 5 miles per hour does the same damage as a car going 30 miles per hour.
- Forklifts are often driven backward, especially when unloading cargo or when carrying a load that obstructs the forward view, as opposed to a car, where reverse driving is rare.
- The final difference between a forklift and a car is that forklifts are operated with one hand on the wheel and the other hand on the controls, whereas a car is generally driven with both hands.

Placa con inscripción

- OSHA exige una placa con inscripción legible
- Incluye información sobre el montacargas y accesorios
- Anota la capacidad máxima de carga
- Describe el centro de carga

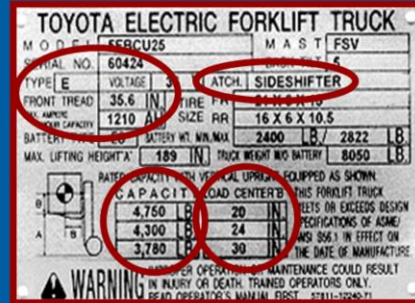


Image Credit: State of WA-WISHA Services

This slide shows an example of a forklift nameplate. You need to know why the forklift nameplate is important.

- First of all, OSHA requires all forklifts to have legible nameplates that are specific to the forklift and any attachments it has. You should report any forklift that does not have a nameplate.
- The nameplate contains information about the weight of the forklift, the proper tire size and pressure, the type of fuel it uses, and any attachments it has.
- The nameplate lists the capacity and load center of the forklift— probably the most important information for you to know. The capacity is the maximum weight of a load that can be safely lifted to the forklift's maximum height, assuming the center of gravity of the load is within the rated load center.
- The load center is the distance between the vertical face of the forks and the center of gravity of the load.

Take a moment to study the nameplate shown here, and become familiar with how to find the important information you need for safe operation.

Inspect your forklifts to be sure that they all carry accurate, legible nameplates. If possible, show trainees a nameplate on a forklift, or photocopy a nameplate from a forklift to show the employees how to find information on the nameplate.

Determinar el centro de gravedad de una carga

- El centro de gravedad es el punto de balanza
- El centro de carga es el punto donde se ubica la parte más pesada de la carga
- Levante la carga del lado más cerca al centro de gravedad



Let's learn more about the center of gravity of a load and why it's important to understand what it means.

- The center of gravity is the balance point of the load—that is, the exact point on which the entire load will balance. For loads that are composed of consistent material, the balance point will be near the center of the load.
- If the load is inconsistent—that is, it contains materials of different weights and densities—the load center will be on the side with the heaviest material. For example, if a pallet contains bricks on one side and pillows on the other, the center of gravity would be closer to the side with the bricks.
- If possible, a load should always be picked up on the side that is closest to its center of gravity. This helps keep the weight of the load closer to the forklift and reduces the risk of the load falling off or causing the forklift to tip over.

The center of gravity is an important concept for all forklift operators to understand. Use blocks or Lego® bricks to help demonstrate the location of a load's center of gravity.

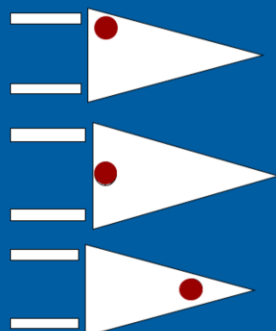


The “stability triangle” is a concept that you should always keep in mind when operating a forklift to avoid actions that could cause the forklift to tip over.

- A typical forklift has a three-point suspension with the weight supported by the two front tires and the center of the rear axles. This creates a triangle. Its center of gravity is shown by the blue circle, right in the middle of the triangle, which is also right below where the operator sits.
- For safe operation, the center of gravity of a forklift that is carrying a load must stay within this stability triangle, or else the forklift will tip over.
- The center of gravity when the forklift is carrying its maximum rated load is different from when the forklift is empty. The center of gravity with a maximum rated load is shown by the black circle, near the front edge of the stability triangle but still within the triangle.

The stability triangle is an effective way to show operators how their actions can cause a lift truck to tip over so that they know what actions to avoid. This information on stability is primarily for sit-down counterbalance lift trucks. Other lift trucks, such as stand-up narrow aisle, will have different stability concerns.

¿Qué puede causar un vuelco?



- Centro de gravedad de lado a lado
- Centro de gravedad hacia adelante
- Centro de gravedad hacia atrás

La combinación de acciones o circunstancias pueden causar un vuelco



These illustrations show some examples of how a forklift can tip over:

- In the top illustration, the center of gravity is on the side of the stability triangle. This might be caused by turning a corner, having an unbalanced load, driving into a pothole, or traveling on a sloping surface.
- In the middle illustration, the center of gravity is near the front of the stability triangle. This might be caused by:
 - The forklift carrying its maximum load,
 - The mast tipping forward,
 - The forklift stopping abruptly,
 - The forklift quickly accelerating in reverse, *or*
 - The forklift driving up a ramp.
- In the bottom illustration, the center of gravity is near the rear. This could be caused by tilting the mast back, stopping abruptly when traveling in reverse, quickly accelerating forward, or driving up a ramp.

Combinations of actions or circumstances could also cause the center of gravity to shift outside the stability triangle and tip the forklift over. For example:

- A forklift that turns a corner while driving up a ramp could shift the center of gravity too far backward and to the side, causing a tipover;
- A forklift moving forward with a capacity load could tip forward if forced to stop abruptly; or
- A forklift turning a corner with an unbalanced load could tip over if it drove into a pothole.

Accesorios

- Cambiar despejes de operación
- Cambiar la capacidad
- Cambiar la estabilidad y centro de carga



Image Credit: CDC



Forklift attachments such as carton clamps, drum clamps, paper-roll clamps, rotators, and push-pull elements can affect the capacity of a forklift in a number of ways, including:

- Attachments can change operating clearances by extending the length and width of the forklift.
- Attachments can change the capacity of the forklift by adding weight. For example, if the attachment weighs 1,000 pounds, the capacity of the load you can carry is reduced by 1,000 pounds.
- Attachments usually change the stability and center of gravity of the forklift. For example, if an attachment moves the load away from the vertical face of the forks, that will reduce the maximum load the forklift can carry.

Next, let's discuss the hazards of operating a forklift.

If your company regularly uses attachments, talk about specifics related to those attachments. Also, ensure that nameplates reflect the fact that your organization uses attachments. Customize this slide or add slides that illustrate your attachments, if any.

Peligros operativos—peatones

- Los accidentes que involucran a peatones pueden ser causados por:
 - Visión obstruida
 - Giros
 - Exceso de velocidad
 - Un peatón inconsciente de la presencia del montacargas
 - Llevar pasajeros y hacer tonterías



Most accidents with forklifts involve pedestrians. The most obvious causes of accidents involving pedestrians are:

- Having an obstructed view—the operator cannot see the pedestrian because of a load or an obstruction in the path;
- Turning the forklift toward a pedestrian who is in front of or alongside the forklift;
- Speeding, so that the forklift can't stop in time to avoid the pedestrian;
- Being unaware of a forklift nearby; *and*
- Carrying passengers on the forklift. This is forbidden, as is any other kind of horseplay on or near a forklift.

Can you think of other examples of hazards involving forklifts and pedestrians?

Customize this slide and subsequent slides, or add slides, to illustrate the pedestrian hazards that are specific to your facility.

Peligros operativos— condiciones ambientales

- Montacargas de gasolina en áreas mal ventiladas
- Viajando sobre rampas
- Cruzando vías férreas
- Pisos resbaladizos
- Operando sobre tierra o gravilla
- Mala iluminación



Some forklift hazards are caused by the conditions present in the environment where the forklift is operating. Here are some examples:

- Using a combustible fuel-operated forklift in a poorly ventilated area, which could allow the buildup of carbon monoxide or carbon dioxide from the forklift;
- A work environment with ramps, which can increase the chance of a forklift accident;
- Crossing railroad tracks, which can unbalance a forklift;
- Operating and braking on slippery floors;
- Operating on dirt and gravel; *or*
- Poor lighting.

There are many other possible hazards of a particular work environment that might cause a forklift accident. These include pits or openings in the floor, congested or narrow workspaces, and the presence of flammable or combustible material.

Customize this slide and subsequent slides, or add slides, to illustrate the environmental hazards that are specific to your facility.

Peligros operativos— transportar cargas

- Trabajar en los muelles de cargamento
- Cargas que bloquean la visión hacia adelante
- Amontonar o desamontonar sobre estantes



Load-carrying hazards include:

- Working around loading docks,
- Carrying loads that block the forward vision, *and*
- Stacking and unstacking on racks.

Where do these hazards exist in our facility?

Customize this slide and subsequent slides, or add slides, to illustrate the load-carrying hazards that are specific to your facility.

¿Qué está mal aquí?



© BLR®—Business & Legal Resources

Can you identify what is wrong with the scene in the photograph? Here are two hazards:

- First, the forklift is parked on a sloping surface. This situation is dangerous because the forklift could roll backward.
- Second, the forks are not fully lowered. This situation is dangerous because the load could fall or be pushed off, injuring someone's feet.

Características y peligros de los montacargas—¿preguntas?

¿Entiende:

- las características o aspectos básicos de un montacargas?
- la estabilidad de los montacargas?
- los peligros específicos de nuestro lugar de trabajo?



Take a moment to review the information you have been given in this session so far.

- Do you have any questions about the basic characteristics and features of a forklift?
- Do you have questions about the stability of a forklift?
- Do you understand the hazards of forklifts in our workplace?

Conduct an exercise that illustrates forklift characteristics or forklift hazards, if appropriate.

Realice una inspección antes de funcionamiento

- Realice una inspección antes de funcionamiento
- Siga la lista de control
- Termine y firme la lista de control



Now let's turn to the basic principles of operating a forklift safely.

- The first step toward safe forklift operation is conducting the preoperational inspection. Conduct the inspection at the start of each work shift to ensure that the forklift will work properly. According to OSHA, 1 in 15 forklift-related accidents are caused by improper maintenance. A thorough preoperational inspection will identify maintenance problems before they cause an accident.
- Follow the preoperational inspection checklist, and don't skip any items.
- Complete and sign the checklist.

Distribute the preoperational inspection form. Tell trainees how often preoperational inspections are required.

Recorrido de inspección



The preoperational inspection begins with a “walkaround.”

- First, be sure that the forklift is properly disengaged with the forks down, the key turned off, and the forklift set in neutral with the parking brake on.
- Second, walk to either side of the forklift—check the tires, making sure there are no gouges, tears, or imbedded metal, and that there is proper inflation; check lug nuts; make sure the axle is greased; check the overhead guard; and see that there is no debris lodged behind the mast.
- Next, check the front of the forklift—the forks and hoses should be in good condition; fork pins should be in place; the backrest should be solid; and the mast and chains should be greased.
- Finally, walk to the rear of the forklift—check that the counterbalance bolt is tight, and the radiator is clear of debris and is not leaking.

Modify this slide to describe any additional inspection procedures required at your facility. Take the employees to a forklift and show them how to do the preoperational inspection. Do this at the end of the class or after this inspection section to give the employees a break from the classroom training.

Recorrido de inspección (cont.)

- Con propano
 - Revise todos los niveles de aceite y fluidos
 - Revise los cables
 - Revise la correa del ventilador, el ventilador y el radiador
 - Revise el tanque, y los acoplamientos de las mangueras
- Con electricidad
 - Revise el estado de la batería



- On a propane-powered forklift, you should lift the hood and inspect the engine:
 - Check all oil and fluid levels;
 - Check cables and ensure they are secure and not damaged;
 - Check the fan belt and clear the fan and radiator of debris; *and*
 - Check the propane tank and hose attachments, and make sure they are in good condition and there are no signs of a leak.
- On an electric-powered forklift:
 - Check the battery to make sure it is in good condition.

Modify or delete this slide as it applies to your forklifts.

En el asiento del operador

- Haga verificaciones sin movimiento—medidores, luces, bocina, alarma de marcha atrás, luz de advertencia, mecanismos de ladeo y levantamiento y freno de mano
- Haga verificaciones en movimiento—cinturón de seguridad, frenos y dirección
- Busque goteos de aceite o agua en el suelo



Your inspection should continue when you sit in the operator's seat.

- First, while the forklift is not moving, check the gauges, lights, horn, backup alarm, warning light, tilt-and-lift mechanism, and parking brake. Listen for any unusual noises from the tilt-and-lift mechanism. Inspect the hoses and chains of the lift. Test the parking brake by putting the forklift in gear and stepping on the accelerator—the forklift should not move when the parking brake is on.
- Second, when the forklift is moving, check the seat belt, running brakes, and steering. Check the brakes by trying to stop quickly. Check the steering by doing full turns and listening for unusual noises.
- Finally, look on the floor for oil or water leaks.

Now that we have discussed inspections, let's turn to the important rules for operating a forklift safely.

After presenting this slide, it would be a good time to take the employees out of the class to demonstrate the forklift preoperational inspection. Have a couple of the employees also do the inspection so that everyone gets an opportunity to see it done more than once.

Funcionar un montacargas

- Sólo operadores autorizados
- Comunique rápidamente los accidentes
- Siempre use el cinturón de seguridad
- Nadie debajo de las horquillas
- Opere los controles sólo desde el asiento del operador
- Nunca bloquee las salidas o equipo de emergencias



Fundamental safety rules for forklift operation are:

- Only authorized drivers who have been through an approved training program may operate a forklift;
- Always report any forklift-related accidents as quickly as possible;
- Always wear your seat belt;
- No one should ever stand under upraised forks; if the hydraulic system fails, anyone standing under forks could be killed;
- Operate the controls only when sitting in the driver's seat; *and*
- Never block exits or access to emergency equipment with a forklift.

Describe the procedures with trainees if using a forklift as a man lift is permitted by your state and your organization.

Note that discussing "rules of the road" can put employees to sleep if you just read the rules point for point. Create interaction by asking questions such as, "What's so important about wearing seat belts? They just slow me down when I climb in and out of the forklift." "What's wrong with standing under the elevated portion of a forklift?"

Procedimiento de seguridad contra vuelcos

- Siempre use su cinturón de seguridad
- Sujétese del volante
- Afirme los pies
- Apártese de la caída



Illustration credit: Rolls High Reach



If you are ever in a forklift that tips over:

- Again, always wear your seat belt. You could be killed if you are thrown out. A forklift operator should never try to jump clear of a tipping forklift—you could be crushed by the overhead guard or the mast;
- Hold firmly onto the steering wheel;
- Brace your feet; *and*
- Lean away from the direction of the fall.

Insert additional slides that describe specific hazards at your workplace.

Cargar y descargar

- Nunca sobrecargue el montacargas
- Revise el peso de la carga
 - Localice centro de gravedad de la carga
- Inspeccione la carga
- Vuelva a amontar las cargas inestables
- Asegure que las horquillas están debajo de la carga
- Remolque desde el gancho de remolque trasero



Loading and unloading a forklift must always be done safely:

- Never overload the forklift beyond its rated capacity.
 - Check the capacity on the nameplate, and know how much your load weighs. It does not help to try to increase the capacity by adding weight to the rear of the forklift—in fact, this is very dangerous.
 - Be sure to locate the center of gravity of the load.
- Inspect the load for stability, projections, and damage to pallets before lifting it.
- If the load is unstable, restack it, and if necessary, secure it with straps or ropes. For a wide load, spread the forks as wide as possible so that the load will fall inward if it becomes unstable. Remember that when loading or unloading and raising or lowering, the center of gravity changes.
- Be sure forks are completely under the load before attempting to lift.
- Only use the rear towing pin for towing. Never drill a hole in the forks as a way to tow something or as a place for a chain hook—this ruins the integrity of the forks. Forklifts are equipped with a tow bar in the back for emergency towing. However, not all forklifts are designed to tow all types of loads. Be sure to check the user's manual for specific rules regarding towing. Safe attachments can be purchased for use when hoisting.

Viajando

- Mire en la dirección que viaja
- Mantenga el cuerpo dentro de la jaula
- Mantenga las horquillas bajas mientras viaja
- Suene la bocina
- No vaya a velocidad excesiva
- Revise que el área esté despejado



Remember these safety rules when traveling in a forklift:

- Look in the direction you are traveling; that means looking behind you before and while backing up.
- Keep your body inside the cage; the cage is there to protect you.
- Keep the forks low when traveling. Keeping them raised reduces stability and could result in a tipover.
- Sound the horn at corners, aisles, doorways, and anywhere else that you might not see someone or someone might not see you.
- Don't speed—a safe speed is one at which you can quickly and easily stop if you need to.
- Finally, check your clearances. Check overhead before lifting a load and check your turning clearance because the rear end of the forklift will swing wide.

Viajando (cont.)

- Evite los objetos sueltos o los baches
- Nunca lleve pasajeros
- Los peatones siempre tienen derecho de paso
- Mantenga una distancia segura desde el borde de rampas o muelles
- Nunca coma o beba
- No haga tonterías



More safety rules for traveling in a forklift include:

- Avoid driving over loose objects or holes; doing this could cause a tipover;
- Never carry passengers—they don't have a seat or a seat belt and could get killed in an accident;
- Always remember that pedestrians have the right-of-way;
- Stay a safe distance from the edges of ramps and loading docks;
- Don't eat or drink while operating a forklift; these create a distraction that is unsafe; *and*
- Never engage in horseplay on or around a forklift.

Rampas y vías férreas

- No gire en una rampa
- Coloque la carga mirando hacia la parte superior de la rampa
- Vaya despacio
- Cruce las vías férreas diagonalmente
- Nunca aparque dentro de 8 pies desde el centro de las vías férreas



When traveling on ramps or near railroad tracks, follow these guidelines:

- Don't make turns on a ramp or hill;
- Keep the load facing upwards on a ramp or hill; this helps keep the combined center of gravity near the center of the stability triangle;
- Drive slowly, especially on ramp downgrades. Extra weight decreases the effectiveness of your brakes;
- Cross railroad tracks on the diagonal, which helps keep the forklift stable; *and*
- Never park within 8 feet of the center of a railroad track; your forklift could be struck by a passing train.

Muelles

- Revise la plataforma del muelle
- Revise el estado del piso del remolque
- Asegúrese de que las ruedas del remolque tengan calzos colocados
- Asegúrese de que la parte delantera del remolque está apoyada



Here are four good safety habits when loading or unloading trailers from a loading dock:

- Inspect the dock plate for cracks, and be sure it is properly secured;
- Check the condition of the trailer floor, and make sure there are no holes that your forklift could fall into;
- Make sure the trailer wheels are chocked; *and*
- Make sure that the nose of the trailer is supported by the tractor or a fixed jack.

Make sure your facility has proper dock plates, wheel chocks, and trailer supports.

Estacionamiento

- No bloquee salidas o pasillos
- Baje las horquillas
- Ponga el montacargas en punto muerto
- Ponga el freno de mano
- Desconecte la llave



When parking a forklift, remember these safety rules:

- Don't park in a way that blocks an exit or access to emergency equipment;
- Lower the forks to the ground so that no one can get under the forks;
- Set the gearshift to neutral;
- Always set the parking brake; *and*
- Turn off the key.

Check your organization's policy for removing the key when parking. Show trainees the designated areas for parking forklifts, if any.

Recarga de propano

- Llene en área bien ventilada
- Combustible sumamente inflamable: no fumar
- Comunique pérdidas inmediatamente
 - Olor inconfundible
 - Sonido sibilante
 - Escarcha en los accesorios
- Use guantes y gafas de seguridad



Refueling or recharging forklifts is an important part of their operation that needs to be done safely.

For forklifts that are fueled by propane, follow these very important safety precautions:

- Filling must be done in a well-ventilated area, and proper grounding must be used.
- Never smoke around propane—it is a highly combustible gas that can catch fire or even explode.
- Report any propane leaks immediately. Signs of a leak include a:
 - Distinct odor;
 - Hissing sound; *and*
 - Frost on the fittings.
- Wear gloves and safety glasses when refueling with propane. There may be additional state-mandated PPE requirements, such as goggles or a face shield.

Modify this slide to describe your specific propane fueling requirements if you use propane-powered forklifts; otherwise, delete or hide the slide. Physically demonstrate to all operators of propane-powered forklifts how to refuel them, unless refueling operations are restricted to special personnel. Refer to the forklift's manual for specific refueling procedures.

Cargar batería

- Cargue las baterías sólo en áreas protegidas con buena ventilación
- Inspeccione los conectores de la batería por si presentan daños
- No fume
- Limpie inmediatamente los derrames de electrolito
- Lleve el equipo de protección personal (PPE)



For electric-powered forklifts, follow these safety guidelines:

- Charge batteries only in designated areas with appropriate ventilation.
- Inspect battery connectors for corrosion and wear.
- Don't smoke when recharging because hydrogen gas is released during the refueling process.
- Clean up electrolyte spills immediately, using baking soda and water. Don't remove battery caps except to add water or to take hydrometer readings.
- Finally, wear PPE, including a face shield, gloves, and a protective apron when working with batteries. Battery electrolyte is highly corrosive.

Use this slide if you use electric-powered forklifts; otherwise, delete or hide it. Physically demonstrate to all operators of electric-powered forklifts how to recharge them, unless this job is limited to specially trained individuals. Refer to the forklift's manual for specific recharging procedures.

Pruebe su conocimiento

1. El primer paso para operación segura de montacargas es la inspección antes de funcionamiento.
2. Su inspección debe continuar cuando esta en el asiento de operador.
3. Sólo operadores autorizados deben operar un montacargas.
4. Si se vuelca, nunca intente saltar.
5. Al viajar en un montacargas, mantenga las horquillas bajas.

Banco de palabras

~~antes de funcionamiento~~

Prueba de batería

~~asiento de operador~~

almacén

~~operadores autorizados~~

supervisores

~~saltar~~

Permanecer sentado

~~bajas~~

altas

© BLR®—Business & Legal Resources

See if you can select the right word from the word bank at the side of the screen to complete these sentences.

Here are the answers:

- The first step toward safe forklift operation is to conduct a **preoperational inspection**.
- Your inspection should continue when you are in the **operator's seat**.
- Only **authorized drivers** should operate a forklift.
- If you are in a tipover, never try to **jump**.
- When traveling in a forklift, keep the forks **low**.

Inspección, operación y mantenimiento—¿preguntas?

- ¿Los procedimientos de inspección?
- ¿Los procedimientos operativos?
- ¿El mantenimiento de los vehículos?



The last several slides have covered important points about forklift inspection, operation, and maintenance. Be sure you understand about:

- Forklift inspection;
- Forklift operations; *and*
- Forklift maintenance, especially refueling.

Conduct an inspection, operation, and maintenance exercise, if appropriate.

¡PUNTOS CLAVE Para Recordar!

- ✓ Los peligros de la empresa incluyen los peatones, las condiciones ambientales y la carga/ descarga.
- ✓ Ubique las cargas cerca del respaldo vertical.
- ✓ Siempre dirija y documente una inspección antes de funcionamiento.
- ✓ Siga las reglas de manejo seguro de carretera.
- ✓ Siempre ponga combustible/recargue en áreas bien ventiladas y use el PPE adecuado.



Here are the key points to remember about this session on forklift safety:

- Know the main hazards of forklifts, which include pedestrians, environmental conditions in the workplace, and loading and unloading.
- Position loads as close as possible to the vertical backrest. Remember what you learned about the center of gravity of a load and the “stability triangle.”
- Always conduct and document a preoperational inspection before operating a forklift.
- Always follow the safe operating “rules of the road.”
- And finally, refuel or recharge your forklift in properly ventilated areas, following all safety rules and wearing proper PPE.

This concludes the session on Forklift Operator Safety.

Review the pedestrian, environmental, and loading/unloading hazards specific to your facility.

Discuss how the load center impacts capacity and the importance of positioning loads close to the vertical fork face in order to keep the center of gravity in the triangle.

Reemphasize the importance of preoperational inspections.

Review the basic safety rules of operation at your facility.

Review the safety procedures of refueling.